Cynthia Dwyer: Thank you for joining today's presentation on after your is made, now what? My name is Cynthia Dwyer. I'm a communication specialist and outreach coordinator in the NIH Office of Extramural Research. I'm your moderator for the next 45 minutes and I'm very pleased to present our panelist from the National Institute of Arthritis and Musculoskeletal and Skin Diseases, also known as NIAMS. Dr. Amanda Boyce is our program director for muscle development and physiology. Sahar Rais is our Deputy Chief Grants management Officer. The format today includes .. . Is a short presentation followed by Q&A with our presenters. But as I mentioned, during the presentation, we have Q&A available to you through the icon at the bottom of the screen. So let's get started. Sahar, it's all up to you now.

Sahar Rais: All right. Thank you, Cynthia. So good afternoon and thanks for turning .. . Tuning into our session, "Notice of Award Arrives .. . Now What?" So we'll be covering all topic post-award. My name is Sahar Rais, as Cynthia said. I'm joined by my colleague, Dr. Amanda Boyce. She works on the program side, and our colleague, Sheila Simmons, in Grants Management has graciously volunteered to cover the Q&A chat box. So feel free to submit your questions during this presentation and we're also covering questions at the end. So today we'll be presenting a number of post-award topics that come from the Grants Management and programs perspectives because we work so closely together, just like how at your instructions, PIs work with sponsored research. So let's get started with what's on the agenda. So we're covering everything after the award is made beginning with the Notice of Award. Then Amanda will cover changes during your project period and prior approvals. Then we'll cover monitoring and reporting requirements. And last but not least, we'll cover close out. So keep in mind, due to time limitations, we'll be coving topics briefly, but our slides will be available to you with relevant policy links and websites for additional information and you'll have these slides for future reference. So let's start with the Notice of Award first. The Notice of Award come with a cover page. I'll get more into that later. And page two really begins the wording or the terms of the document. And you'll notice this is the part of the document that begins reading as "the National Institutes of Health hereby awards a grant in the amount of dot, dot, dot, blank dollars." And this is where most people stop reading, but in all seriousness, the Notice of Award is an official legally binding document and it contains important details and requirements in this document, such as the level of funds you'll receive for the current and future years, the start and end dates of the budget and project period, and most importantly, the name of your program official and your Grants Management specialist to contact for questions and the terms and conditions of award. Please note that the Notice of Award is sent to your business official, but is always available in Commons to the PI. Speaking of which, the Notice of Award is made to the recipient or institution and not directly to the PI, so just as a reminder. So I'll just cover this really quickly. You've been noticing over the past year, if you've gotten a Notice of Award before, the format has completely changed. There's a new cover page that kind of summarizes information that were found in other places in the Notice of Award. Just moved that information up front. There's a web page, see that sample there. So I'm going to start going through the sections of the Notice of Award. So section one gives the award data and fiscal

information, and the sum of totals of the current and future years or the future year commitments, and also identifies the fiscal year of the award. And just as a reminder, our fiscal year goes from October through September 30th, October 1 through September 30th. So why is a fiscal year important to know? So grantees are required to use funds within five years from when the funding is first available to them and if the funds are not spent in this time, they're recovered by the US Treasury. So most of our NIH awards are funded incrementally based on annual appropriations and funds only become available one fiscal year at a time, so the five year rule applies to each fiscal year increment. Next we have an important section, section two which provides the payment management system, PMS, information for downloading forms and inquiries. You'll be working with PMS to to draw down your funds for your award. I've included the link here, which should give you all the information you need about how to work with PMS to draw down funds. More information about PMS, it's centralized and operated by HSS not NIH. Payments under NIH grants are generally made as advance payments. So although the grant may be financed by advanced payments, the intent is that recipients draw down funds on an as needed basis. So specifically, no more than three business days before the funds are needed. Real quickly, section two has hotline information if, unfortunately, there's any fraud, waste or abuse that needs to be reported such as a whistleblower situation. This information is also available to the public. You can make reports confidentially and anonymously either by e-mail or reporting via call. And now we get to the real meat of the Notice of Award. This is section three that includes all standard terms and conditions for NIH grants and cooperative agreements. This is what we call the fine print. It incorporates a GPS. It has a lot of boilerplate language. What you really want to go to this section to review is you'll find the requirements for carry forward of funds if it's applicable, whether it's automatic or needs prior approval for your award. You'll find how to treat program income in this section and, of course, there's the reporting requirements and close out requirements that you'll find on the last year of your award. More on this later in this presentation. Then we have section four. These are the terms that apply to your grant specifically, so not boilerplate language. Section four may include award restrictions if an institute or center wants to retain some sort of control over the use of funds or effort that's spent on a project. These restrictions may include restricting the funds for a particular purpose or pending research assurances. So, for example, your award might say in this section, no more than X amount of funds can be spent for travel or no funds may be expended towards human subject research prior to certification of IRB approval. There may also be restrictions based on they type of award you have. So think about career development awards, the K awards. They require minimum level of effort from the PI. So in this case, they would have a restrictive term that might say the PI must devote at least 75 percent, or nine calendar months, to the project. We can also place a restriction in this section of the grant for other reasons including whether if the institution falls behind on reporting requirements and please note that if you see a restriction in this section, it's your responsibility to ensure compliance with the restriction and any restriction is only lifted by a revised Notice of Award signed by the Grants Management Officer. And as a side note, because some awardees don't specifically see the Notice of Award, be sure if you're a sub-recipient, go over the terms

and conditions with your prime to find what applies to you as a sub-recipient as well. So let's talk about grantee acceptance. When does that actually happen? So you have the Notice of Award, the minute you draw down funds from PMS, you're agreeing to the terms and conditions that was contained in that Notice of Award. You're also acknowledging that you've reviewed the financial information certifying that the amount is sufficient and appropriate for getting the award completed. So now that we're done with the Notice of Award, let's move on to prior approvals with Amanda.

Amanda Boyce: All right. Thank you so much, Sahar. So what we're going to talk about now is, maybe you want to make some changes now that you have an active project. So NIH policy allows grantees some discretion in making changes to budgeting or grant related activities, however some changes require prior approval by NIH Grants Management and program staff. Many of the things you may want to change are already allowed in the standard terms of award under what we call expanded authorities. And this includes carryover, re-budgeting, your first 12 month no cost extension and transfer of work to a third party, provided it's not foreign. However any authority may be trumped by policy, a specific inclusion in the FOA or an instrument of the award. So listed here are the 17 actions that require prior approval. I'll specifically talk about the six items highlighted in red in the following slides. For details on all of these actions, refer to the prior approval requirements section of the NIH grants policy statement. So there are two ways to request prior approval depending on the action. You can require a no cost extension or a change of PDPI through the prior approval module. All other requests must come in writing. Please make sure to include the complete grant number, the PI's name and contact information and the grantee institution name. Requests must be submitted to the awarding IC's Grants Management specialist no later that 30 days before the proposed change and must be signed by the administrative official. Responses to the require must be signed by the GMO to be considered valid. The first specific prior approval change I'll discuss in detail is change in PI status. This actually applies to any key personnel named in the NOA. The grantee organization must notify the NIH if a PI changes effort greater than 25 percent, will be absent for 90 days or more or withdraws from the project. In addition, we must be informed if there is a change to the makeup of any of the PIs on a multi-PI award. PI change requests must be accompanied by a strong scientific justification, any related changes in scope, the biosketch of any new individuals and their other sources of support and any budget changes. Changes in NPI awards will require a new or revised leadership plan. Please note that because NIH recipients are expected to provide a safe working environment, the change in PD/PI requests must indicate if the change is related to concerns about employee safety. We need to know about harassment, bullying, retaliation and hostile work situations. So next I'll touch on change in recipient organization. In general, like Sahar said, the award belongs to the recipient organization on record. To change institutions, the original recipient must formally relinquish the award with a relinquishing statement and provide the Final Invention and Certification Statement and the federal financial report. At that point, the new recipient organization can submit the transfer application through the change of grantee organization

FOA. Once the new application in received, the program officer will assess progress to date, the adequacy of the new resources and environment, the availability of needed expertise and any other changes to the project. As always, we encourage you to contact the NIH early so we can guide you through the process in the most efficient way. The third prior approval request I'll cover is a change in scope. This refers to changes in previously reviewed and approved aims, methodologies, approaches or project objectives. Examples include changes in specific aims, substitution of one animal model for another, changes in human subjects that may increase risk, shift from on disease area to another, application of a new technology, changes in personal expertise and any significant re-budgeting. So the next two slides highlight carryover of an unobligated balance. Most grants have automatic carryover authority and thus do not have to request prior approval to carryover funds. They do need to provide justification in their RPPR, which Sahar will cover in a few minutes. If prior approval is required, the AOR should submit a detailed budget and budget justification, a rationale for why funds were not spent in the year in which they're awarded and how they will be spent in the coming year and a scientific justification. A timely FFR submission will the process move much more quickly, so we encourage that. Please note that the requested carryover should be fully expended in the budget period of the request. For example, a recipient submits a carryover request for $250,000 from year 10 to year 11. Carryover request is approved and NIH expects that the year 11 award plus the 250,000 in carryover from year 10 be spent by the end of year 11. Up next, our no cost extension requests. Most grants you can expect your .. . You can request your first no cost extension in Commons for a period of up to 12 months without prior approval. All requests beyond 12 months will require prior approval including the request any remaining funds available, progress completed since the last RPPR, an explanation of why you could not finish your project on time and a scientific rationale for continuing the project. The fact that funds remained at the expiration of the grant is not, in itself, sufficient justification for an extension. And finally, I'd like to talk about requests for additional funds through administrative supplements. Supplements can be used to enhance the scope or add value to the parent project without changing scope. Supplements can also be used to cover unanticipated expenses and these are generally due to natural disasters or major lab damage. Administrative supplement application should be submitted in response to the FOA indicated on the slide. And with that, I'll turn it back to Sahar.

Sahar Rais: All right. Thanks, Amanda. So let's talk about some reporting requirements. All right, once your project in underway, your institution will have to submit ongoing required reports. These are financial reports. You could have to submit sub-award reports, invention reports, progress reports and there's some audit requirements you need to report on. And some of these reports are required in final format for close out. We'll cover all of these. So what happens if you invent something during grant? Who owns the invention? So can grants, if your research findings result in inventions, grantees have the right to retain the title to these inventions as long as they abide by the permissions of Bayh-Dole Act of 1980. So that's a regulation for the utilization, commercialization and public availability of these inventions. So

you must report any inventions made during your grant. How you do this, your business office, must do the following through a system called eEdison. They must fully disclose an invention to us in writing within two months after you, the inventor, provide a written disclosure to your institutional official. At the end of your project, you'll have to also submit a final invention statement. More on that later. Next up are those financial reports that are due. So there's the FFR, the Federal Financial Report. So the timing of this report depends on your terms of award. Remember section three. So most grants require only one FFR, that comes within 120 days after a grant's end date. Then there are awards that have a yearly FFR requirement and they must be submitted 90 days after the end of each budget period. So this type of FFR reflects funds that are expended in a budget period and it shows what's unobligated on the FRR. That balance you see that's unobligated, can be used for a carry forward request. So, as Amanda talk about previously, it must be submitted be the carry forward requests are considered by Grants Management and program. It also needs to be submitted prior to a noncompeting grant being awarded. Some big changes I wanted to talk about here, beginning January 1, of 2021, NIH recipients must submit required annual FFRs in .. . Annual and final FFRs in the payment management system. It used to be submitted through Commons through the eRA Commons FFR module. So in addition to your FFR, there's another financial report you need to report, the Federal Cash Transactions Report, the FCTR. This one is sent directly to PMS and always has been. Your FCTR is due within 30 days after the end of each fiscal quarter and at the end, within 90 days after the end of your project. Here's a table on this slide that shows the quarters in which it's due. Great news for you guys, the department is working on continuing this report and from then on, it will just be the FFR that's due. Bad news, that remains to be seen. So right now, both are due. It's very important that they're both submitted accurately and timely because they need to line with one another. So you could actually put your organization into debt, real debt, if they don't reconcile with each other. And one thing to clarify, if you have FFR or FCTR related questions, I wanted to point you in the right direction. Please direct questions regarding these PMS systems to either the one DHHS help desk, there's a portal, a self help portal, that they have, or e-mail PMS support at PHS.HHS.gov. Now financial conflict of interest, this is for the PI and other investigators on the award. If there's a financial conflict of interest, that's identified. At any time during the award, it must be managed by the institution and it must be reported to NIH. Audit reporting requirements, so NIH grantees or subs that expend more than 750K in federal awards during the fiscal year are subject to audit requirements. Audits should be completed and submitted to designated offices, as you see on this slide shown above, within a period that either earlier of 30 days after receipt of an auditors report or nine months after the end of the audit period, which is known as your organization's fiscal year. So nonprofit, state and local government, you're submitting to federal audit clearinghouse. If you're a for-profit, that includes for-profit hospitals and foreign organizations, you're sending into the national external audit review center. And let's talk about progress reporting. This slide is to remind you that progress reporting, your RPPR, which is our progress report, due date information is found in Commons. So you can look up the due date for your RPPRs. That's for the AOR and PIs. And in eRA Commons, you'll have pre-populated face pages that's available to

you one month prior to the submission of when your RPPR is due, website for eRA Commons is right on the slide. Let's talk more about these research performance progress reports. There are three different types. So first, there's the annual progress report. These progress reports are required annually as part of the noncompeting connection award process. So to maintain support of your research each year, your business office submits this RPPR to NIH before the beginning of each budget period. RPPRs must be submitted and approved by NIH in order to [Indistinct] fund each additional budget period within the previously approved project period. So, except for awards that are subject to SNAP, more on that later, the progress report includes updated budget as well as other required information. Then we have two other types of RPPRs, the final and interim. The final RPPR is due at close out and the interim RPPR is used when you have a Type 2, which is a competing renewal application. If your Type 2 competing renewal in not funded, then the interim RPPR that you submitted serves at the final RPPR for the project. But if the Type 2 is funded, congratulation, your interim RPPR will serve as the annual RPPR for the final year of the previous competitive segment. So now let's talk about SNAP versus non-SNAP for the progress report. So there's a streamlined, noncompeting award process that we call SNAP. So in general, these are K awards and R awards and the RPPR is due 45 days before the next budget period start date. And these awards get automatic carry forward. So basically is your award is subject to SNAP, you're going to find that there's a number of provisions that modify the progress report and streamline the progress report. And just as a reminder, progress reports are multi-year funded awards. Those are awards that are awarded upfront for several years for one fiscal year, are due annually on or before the anniversary of the budget project period start date of the award. That covers SNAP. And with non-SNAP, these are more complex award mechanisms, so this includes the Ts, the training awards, cooperative agreements, [Indistinct], program projects, the Ps and non-Fast Track SBIRs for phase one and STTRs, clinical trials and R35s also fall under this. So these are due a little earlier. They're due approximately 60 days before the next budget period start date and they require a detailed budget request, and these are the types of awards that require that annual FFR and carry forward on these awards require prior approval. So a question for you guys, how do you know if your NIH award is SNAP eligible? Usually that type of mechanism gives it away. And also the Notice of Award in section three will detail whether that award is SNAP eligible. Some types of awards, the S and Ts will never be SNAP eligible. We talked about streamlining, and even though the SNAP RPPR is streamlined with those requirements, there are three specific questions that we need you to answer. So the first one is, in your RPPR, is whether if there's change in the other support of the PI or key personnel named in the Notice of Award. So we're using this information with branch management and POs to check of there's scientific or effort overlap in funded awards and whether the overlap would effect the conduct of the research grant itself. Okay. So question number two, here's what we want to know. Is there any change in the level of effort of PI and key personnel named in the Notice of Award? We want to know, did you add new people? Have we lost personnel? Have they been replaced? Do the people who have replaced them have the same expertise to conduct a project as proposed? And you briefly describe reasons for a change. Last question is important for Grants Management as well as the PO is if there is any

anticipated unobligated balance greater than 25 percent of the previous budget period. Again, this is essentially requesting carry forward of these funds which is automatic with these awards. So here, you'll provide a brief description of the future .. . Your spend plan for these funds and then also, if you're replacing personnel, include the duties and expertise of the new personnel. A couple of things I wanted to highlight, of course you have to include publications in your RPPR, so I wanted to strongly highlight the public access policy. So list all the publications that can cite your grant in the previous year. Our NIH public access policy says you must submit or have submitted to to PubMed Central an electronic version of your manuscripts for publication. So we want to know if these manuscripts have been submitted to PubMed Central, and if so, we're definitely going to check the citations. So if you cite applications, please ensure that these applications are responsive to public access policy or they're in the process. So this is the one thing that usually holds up your award for the next budget period, so please, please, please don't wait until the next progress report is due to get this done. Now let's talk about non-SNAP? Let's go over the requirements. They're due earlier. They have to be submitted to eRA Commons no later than 60 days prior to the listed start date for the next budget period. They require a detailed budget that's based off the total cost as a commitment base, and these are the awards that have the annual FFRs. There may be other specifics for it depending on the mechanisms, so please follow pertinent instructions as well as the terms of award that include information to be included in your progress report. So let's talk about what not to submit with the RPPR. So sometimes we get requests in the RPPR that require prior approvals, people put in carry forward requests or requests for supplements, which is additional funding, or requests for additional time, such as extension. Well, that's not allowable. So we wanted to remind you that these actions need to be address separately with their Grants Management specialist and PO, as we reviewed previously for prior approvals. So please don't submit that in your SNAP or non-SNAP RPPRs. We come full circle to discussing close out. Okay, so general rule of thumb, there are three reports that are due when a grant funding ends. So there's that final federal financial report that's due, there's that final RPPR that's due, and then also a final invention statement. These are all due within 120 days after the project period end date. So after that, they're considered late. If they're not submitted after 180 days, they're really late. NIH will close out a grant as soon as possible after the end date of the project period performance. So the requirement for a timely close out in generally a recipient responsibility, however past that 180 day, NIH may initiate unilateral close out. That's a one sided close out if the recipient doesn't provide accurate and timely reports or they fail to respond to our requests to reconcile any discrepancies in our grant records. And if you don't submit all required close out reports by the due date, NIH must report your failure to comply. Also failure to submit timely and accurate close out documents may impact future funding to your organization and failure to correct recurring reporting problems, if there's a trend there, NIH may take some corrective actions as well, so just as a reminder. Why is close out so important? Here why timing submission of close out documents is important, especially with an idle FFR, because it has financial implications. So your final FFR expenditure data and your FFR cash transaction data should match up and should reconcile. You don't want to get into that situation where you want to close the award an then

NIH used the last draw down of funds on the award as the balance of the award. That's going to typically be lower. So if you haven't submitted the FFR, that's what happens and then that resolves in a debt due. And on this slide, there's several policy changes that I wanted to draw your attention to. There's been a whole bunch of policy statements related to final FFRs, tied to moving FFRs into a single entry point through PMS. That was effective January 1, 2021. The one thing I want to draw your attention to is the second bullet on this slide. There's an updated process for submission of FFRs. If your account is closed in PMS, it's a process to follow. So please read that slide at your leisure. Okay. The grantee must submit a final invention statement and certification whether or not there have been any subject inventions. So this form was all the inventions that were conceived or reduced to practice during the course of work under the project and this one has to be signed by your AOR and it should cover the period from the original effective date through the completion date or termination of the award. If there's no inventions, you can just indicate none. Of course there's some NIH programs that don't require the final invention statement, such as construction grants or instrumentation grants. And there's differences between the annual FFR and what's required of the final FFR. So the final FFR should be prepared in accordance with your RPPR instructions and any special requirements that are set forth in terms and conditions of the award. In addition, recipients also check for requirements from your awarding IC for program specific final progress report instructions. So please note, your final FFR obviously won't include a budget because there's no future years or a description of changes, but it will require a section called project outcomes, and there's more on that. So next time you're filling out your interim or final progress report for your NIH grant, pay close attention to writing your project outcomes section one. This is the section that's made available to the public and it's almost like the abstract in NIH's RePORTER. Public posting of these grant outcomes provides transparency and lets the tax payer know what they paid for. So it's important for grantees to write the outcomes appropriately. Keep your description concise and crisp, keep it written for the layman. Do not include an proprietary or confidential or trade secrets in the description. Aim for a grade 10 reading level and also note that we will publish these outcomes exactly how you write them in the final RPPR. Program officials will review this final RPPR or interim RPPR for elements such as relevancy, but they won't edit the text that you submitted. So POs may contact you to revise, but it's not likely. So be sure that language is finalized. And we're nearing a close, so here are all the resources and web links, the RPPR instruction guide is found on this link as well as the grants policy statements and the guide for any future policy notices. In closing, just remember submit your timely reports and requests, stay on top of the requirements for your award, such as public access. Subscribe to the NIH Guide to keep abreast of any new policies and also we love questions. So please contact your IC funding center GMS and POs with any questions. But right now, we're ready to take questions.

Cynthia Dwyer: Hi, Sahar. Can you hear me okay?

Sahar Rais: Yeah, I can hear you.

Cynthia Dwyer: Okay, great. We had .. . We got a lot of questions in the question box. I've seen some questions come into the chat as well, but if you put them into the Q&A box, we have some behind-the-scenes experts who can help us as well. And, yes, I see a lot of thank yous for sharing a great amount of information in a short amount of time and I also want to thank out ASL interpreters for moving as quickly as they can to keep up with all of the information. So, Sahar, one of the questions that has been asked numerous times in many different forms, has to do with the change in level of effort, the 25 percent, and they want to know can you provide more details? Is this, say .. . Is it only for decrease not increase unless there's a change of scope? And is prior approval required for increasing effort more than the 25 percent? Is this over the term of the project or based on award budget period. So lots of questions, so any, any, any information you can share would be great.

Sahar Rais: Okay. So prior approvals or changes in the level of effort. So first of all, that applies to the PI, who's always named on the Notice of Award, and anybody else who might be named on the Notice of Award. Look under section four to see if there's any other .. . Some ICs do name additional people or depending on certain grants, those people in section four, we're monitoring their effort. And what we care about is decreases more than 25 percent of the life of the grant. So what you originally promised in the original application, whether it's decreased from that from 25 percent. Sometimes we've noticed that there's an effort creep over the years, so count that in. So if it's falling over the years, more than 25 percent, please let us know and submit a prior approval to both the PO and the Grants Management specialist.

Cynthia Dwyer: Okay, great.

Sahar Rais: Increases are not typically considered for prior approval, fantastic. If you increase your effort.

Amanda Boyce: Okay, and what happens to the balance of non-SNAP awards if they were not requested for carryovers? Are they authorized as offsets on the Notice of Award in the next budget period?

Sahar Rais: That's a really great question, and the answer is, usually depends. So it depends a lot on the timing of the award and what the balance is, how big the balance is. So it's expected when you make a carry forward request that you already expended your current funds and you're asking for these funds on an [Indistinct] carry forward funds from prior years on an as needed basis. The expectation is we .. . If you have a large balance that remains and you're asking for carry forward but we see that you still have a lot current year funds, we might not entertain that carry forward and the ICs may have special procedures to deal with that. Sometimes it may require an extension of your award within that fiscal year to address that. Some ICs may offset the award. So it depends on the IC and their procedures and just how big that balance is. So if it's greater than 50 percent, they might want you to to extend and wait until you spend it down and then consider that carry forward request or they might go ahead and offset. So talk to your Grants Management specialist about their procedure and they can take a look at that balance.

Cynthia Dwyer: Okay, great. And can you just clarify what does SNAP mean?

Sahar Rais: SNAP, Streamlined Noncompeting Application Process.

Cynthia Dwyer: Excellent. All right, thank you. So we also .. . And I don't know, I think you can go back on your slides, but someone wants to know if you can repeat the e-mails whether they can reach out regarding the .. .

Sahar Rais: Oh, the [Indistinct].

Cynthia Dwyer: .. . Cash transaction reporting.

Sahar Rais: Yes, I can.

Cynthia Dwyer: Perfect. Wonderful. Thank you.

Sahar Rais: These are on the slides next year, but it's PMSsupport, all one word, at PCS.HHS.gov.

Cynthia Dwyer: And I just want to mention that I know we've, as Amanda and Sahar have given a lot of information in a very short amount of time, and if you are a newbie .. . Excuse me .. . If you are a newbie or you're very new to the process, it can be overwhelming and when I give presentations, I always end with, I'm sure your head is spinning. And so we want to just reiterate that their recording of this is going to be available in about 48 hours. Again, in the same place that the Power Point is available and that is where you logged into this session. I also want to mention that we have .. . I know Amanda is one of those, but you can visit her and there are other booths in our exhibit hall where you can get answers to many, many of these questions. Either ask a program officer booth, ask a Grants Management booth. These are all in the exhibit hall and people .. . And our experts are available to answer those. And we have the one-on-one meet the experts, and I just saw that in the NIAMS booth, Amanda has some time available if some of you are interested in talking with her further or any of our program officials and other roles across the ICs. Not every institute or center, I'm sorry for that abbreviation, but every institute or center, not everyone has our one-on-one experts available for these 20 minute opportunities, but it's really a valuable opportunity if you can find who you'd like to talk with, just check out the different booths and you'll be able to get that information. So we've got more, more questions coming in and we do have the SNAP is in there. Excellent. Okay. So let's see. We've got .. . Are the changes in level of effort to be reported limited to key personnel or is this applicable to any personnel on the award?

Sahar Rais: So it's limited to the people who are named in the Notice of Award. So always the PI, and then if it happens, the terms could list out other personnel and their effort that's required. So check out section four and see if there's other personnel named that you need to track effort for, but generally it's always for the PI and anybody else you find in that Notice of Award.

Cynthia Dwyer: Okay, wonderful. We also have a question about the Notice of Award. And I remember it being grants management specialist myself. It was who is actually .. . Who actually can access that Notice of Award in eRA Commons?

Sahar Rais: So, it's available for people under the business official signing official role in eRA Commons and they see all the notices of award for their institution. And it's available under the PI user product law as well and anybody they designate as an administration assistant in Commons.

Cynthia Dwyer: Great, thank you. If you are requesting a no cost extension, do you still complete and submit all three final reports?

Sahar Rais: Not until the award is over. So you're just making a no cost extension request, we extend it for a year and if it end after a year, that's when all those three reports are due.

Cynthia Dwyer: Okay, and I know, Sahar, I'm reaching out a lot to you. Amanda, jump in if there's anything .. . Great. If FFRs are due 120 days after the end of the project period, do you also have a 120 days to make your final PMS draw down?

Sahar Rais: So they actually have to line up. So that actually has to be within 30 days after the end of each fiscal quarter to make your final draw down. So you only have 30 days after that whatever fiscal quarter it lines up with.

Cynthia Dwyer: And for those of you who may have come in a little bit later, PMS stands for?

Sahar Rais: Payment Management System.

Cynthia Dwyer: Very good, and NOA stands for?

Sahar Rais: Notice of Award.

Cynthia Dwyer: Very good, and FFR stands for?

Sahar Rais: Federal Financial Report.

Cynthia Dwyer: That's excellent. It can be, even for those of us who work at NIH, it can be quite daunting to remember to all that acronyms. So we apologize for throwing those out to easily and not clarifying. We do it by habit, so I apologize, but hopefully this helps a little bit for those of you who are just tuning in. All right, so we have a few more time .. . Minutes that we can some questions. So let's see what else we have in our question box. Oh, for the Payment Management System, did you have a slide that also had the contact information or is that here? Was that on this slide or .. .

Sahar Rais: So that was in my notes, but I included in the slides that later, but I can also put it in the chat.

Cynthia Dwyer: That would be awesome. That's actually the request that we've had, so thank you very much.

Sahar Rais: Okay.

Cynthia Dwyer: For the key personnel effort reporting and the other support requirements in the RPPR, Sara wants to know, do we only include those listed as key from the Notice of Award or all personnel listed as key?

Sahar Rais: It's key personnel and the PI listed on the Notice of Award.

Cynthia Dwyer: Okay. This one is a good one about the financial invention statement. Should the dates on a financial invention statement be specific to the start and end dates of the project being awarded to the institution where the grant is awarded at the time of close out?

Sahar Rais: Let me find that slide.

Cynthia Dwyer: This one says, ie for grants that have transferred from another institution during the final competing segment, and if we need to get back with this requester, we can do that as well. Sahar Rais: I might have to get back on that because I .. .

Cynthia Dwyer: Okay.

Sahar Rais: .. . For the project period.

Cynthia Dwyer: Okay.

Sahar Rais: To transfer .. . We'll have to get back to you on that one. That's a good question.

Cynthia Dwyer: Okay. Okay, great. And I had .. . This is another one that if you are new to the grants process, I know we talked a lot about it yesterday, but what is a typical time frame between application and decision?

Sahar Rais: The typical time frame we actually say it could be like a period of gestation, up to nine months to a year. So that's how long it could take depending on the council rounds, but, yeah, plan on, at most, a year.

Cynthia Dwyer: Okay, excellent. All right. I think I have time for maybe one more question. Oh, let's see. Is the final invention statement required when the PI has been granted a competitive renewal?

Sahar Rais: Yes, those are still required when .. . Even to close out that previous segment.

Cynthia Dwyer: Okay. Okay, great. And so who would .. . . Last question .. . Who would you primarily contact at your institute or center where the .. . If you had any questions if it was scientific .. . Something relating to the science? Would that be, Sahar, this is a question for all of you in the audience, actually. Would you contact Sahar? Or would you contact who is in Grants Management. Or would you contact Amanda, who is in program? And let's see, go ahead and use your chat to answer that question. All right. I see them flying in. Program would be the scientific questions, and if you had anything related to the administrative financial aspect, it would be your Grants Management specialist. So I'm going to take this opportunity to say thank you to our presenters for a wealth of information that they shared today and to all of you for joining us for this session. If you have any addition question or you asked, and I mentioned we had a lot coming in and thank you so much, please visit our exhibit hall. You can chat with our experts. You can take advantage of the one-on-one opportunities. If you have any questions on where to go, stop there an go to the information booth and they'll be happy to guide you what booth might be the best one for you. In addition, your feedback is very important to us, so

please take a moment to let us know what you thought. There is a session feedback link. We only have three questions so it will only take a minute to rate any of the sessions and the content, our presentations as well as give what worked and what didn't. So thank you and then when this is all over, we hope that you will fill out the overall feedback form in the navigation bar. We hope you've enjoyed this session and you continue to enjoy the rest of the next two days and feel free to contact .. . Reach out and contact us at any time. So thank you. Bye, bye.

Sahar Rais: Thank you.